

11 February 1999

Information Management: Records Management

OFFICE SYMBOLS

Summary. This pamphlet was revised to include current U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH) office symbols.

Applicability. This pamphlet applies to all elements of the USAIC&FH.

Suggested improvement. The proponent of this pamphlet is the Directorate of Information Management (DOIM), USAIC&FH. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Intelligence Center and Fort Huachuca, ATTN: ATZS-IMC-SR, Fort Huachuca, AZ 85613-6000.

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Section I - INTRODUCTION.

1. Purpose.

This pamphlet lists the office symbols for the USAIC&FH. Requests to add or change office symbols will be sent to the DOIM, ATTN: ATZS-IMC-SR, for approval. Approval is required prior to using new office symbols.

2. References.

- a. AR 340-9, Office Symbols.
- b. TRADOC Pamphlet 25-51, Office Symbols.

3. Format.

- a. Office symbols follow organizational structure rather than function. Any areas identified should include a supervisor or leader and staff.
- b. ATZS has been designated by TRADOC for USAIC&FH. The next two letters after the hyphen indicate the directorate (ATZS-IM). The seventh letter represents the division (ATZS-IMC) and the eighth letter represents the branch (ATZS-IMC-S). The ninth and final letter represents the section (ATZS-IMC-SR). Office symbols are limited to nine letters.

SECTION II – U.S. ARMY INTELLIGENCE CENTER AND FORT HUACHUCA OFFICE SYMBOLS.

1. U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH) Command Group.

| | |
|-------------|----------------------------------|
| ATZS-CG | Commanding General |
| ATZS-CSM | Command Sergeant Major |
| ATZS-DCG | Deputy Commanding General |
| ATZS-CS | Chief of Staff |
| ATZS-RG | Office of the Registrar |
| ATZS-RGE | Evaluations |
| ATZS-RGR | Academic Records |
| ATZS-RGS | Programming/Scheduling |
| ATZS-SGS | Secretary of the General Staff |
| ATZS-SGS-A | Administration Office |
| ATZS-PR | Protocol Office |
| ATZS-CDR | Garrison Commander/ Garrison CSM |
| ATZS-CDR-TQ | Quality Resources Team |
| ATZS-EA | Executive Assistant |

2. 111TH Military Intelligence (MI) Brigade.

| | |
|------------|---|
| ATZS-TP | Commander |
| ATZS-TPX | Deputy Commander |
| ATZS-TPC | Command Sergeant Major |
| ATZS-TPY | Chaplain |
| ATZS-TPA | S1 |
| ATZS-TPJ | Legal |
| ATZS-TPP | Civilian Personnel |
| ATZS-TPI | S2 |
| ATZS-TPS | S3 |
| ATZS-TPL | S4 |
| ATZS-TPW | Brigade Warehouse |
| ATZS-TPD | Dean |
| ATZS-TPT | Senior Trainer |
| ATZS-TPR | AC/RC Cell |
| ATZS-TPE | Equal Opportunity Office |
| ATZS-TPU | Retention Office |
| ATZS-TPH | HCC |
| ATZS-TPM | 305 th Commander, MI Battalion |
| ATZS-TPM-X | Executive Officer |
| ATZS-TPM-S | Command Sergeant Major |
| ATZS-TPM-G | S1 |
| ATZS-TPM-H | S2 |
| ATZS-TPM-J | S3 |
| ATZS-TPM-K | S4 |
| ATZS-TPM-A | Company A |
| ATZS-TPM-B | Company B |
| ATZS-TPM-C | Company C |
| ATZS-TPM-D | Company D |

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| | |
|--------------|--|
| ATZS-TPM-E | Company E |
| ATZS-TPM-Y | Battalion Chaplain |
| ATZS-TPQ | 309 th Commander |
| ATZS-TPQ-X | Executive Officer |
| ATZS-TPQ-T | Commander Sergeant Major |
| ATZS-TPQ-P | S1 |
| ATZS-TPQ-O | S2/3 |
| ATZS-TPQ-L | S4 |
| ATZS-TPQ-B | Company B |
| ATZS-TPQ-C | Company C |
| ATZS-TPQ-D | Company D |
| ATZS-TPQ-E | Company E |
| ATZS-TPQ-Y | Battalion Chaplain |
| ATZS-TPG | 344 th Commander, MI Battalion (Goodfellow AFB, TX) |
| ATZS-TPG-X | Executive Officer |
| ATZS-TPG-S | Command Sergeant Major |
| ATZS-TPG-J | Personnel Administrative Center (S1) |
| ATZS-TPG-JP | Personnel Service Center |
| ATZS-TPG-K | S2 |
| ATZS-TPG-L | S3 |
| ATZS-TPG-M | S4 |
| ATZS-TPG-A | Company A |
| ATZS-TPG-B | Company B |
| ATZS-TPG-C | Company C |
| ATZS-TGG-FIN | FIN |

3. 306TH Military Intelligence Battalion.

| | |
|------------|--|
| ATZS-HB | Commander |
| ATZS-HBX | XO |
| ATZS-HBC | Command Sergeant Major |
| ATZS-HBY | Chaplain |
| ATZS-HBP | S1 Adjutant |
| ATZS-HBO | S2/3 Operations |
| ATZS-HBO-M | Mule Mountain Marathon |
| ATZS-HBG | Base Operations |
| ATZS-HBG-E | Operations Center |
| ATZS-HBG-C | Central Tasking Office |
| ATZS-HBG-R | Range Control |
| ATZS-HBH-L | Libby Army Airfield |
| ATZS-HBS | S4 Supply |
| ATZS-HBH | Headquarter Company |
| ATZS-HBK | Company A |
| ATZS-HBB | 36 th Army Band |
| ATZS-HBC | Ceremonial Detachment |
| ATZS-HBT | US B Troop, 4 th US CAV/REG |
| ATZS-HBJ | Commander Joint STARS Development, Training, and Test Detachment Grumman Melbourne Systems Division |

4. Adjutant General Directorate.

| | |
|------------|-------------------------------------|
| ATZS-AG | Adjutant General |
| ATZS-AGA | Personnel Automation Division |
| ATZS-AGO | Personnel Operations Division |
| ATZS-AGO-C | Casualty Assistance Branch |
| ATZS-AGS | Personnel Services Division |
| ATZS-AGP | Personnel Processing Division |
| ATZS-AGP-P | In/Out Processing Branch |
| ATZS-AGP-R | Retirement Services |
| ATZS-AGP-T | Transition Center |
| ATZS-AGP-I | ID Cards/DEERS |
| ATZS-AGT | Trainee/Student Processing Division |
| ATZS-AGM | Strength Management Division |
| ATZS-AGM-P | Passport Section |

5. Chaplain Activities Office.

| | |
|----------|-----------------------------|
| ATZS-CH | Installation Staff Chaplain |
| ATZS-CHW | Widowed Support Center |
| ATZS-CHM | Main Post Chapel Center |

6. Civilian Personnel Advisory Center.

| | |
|------------|-------------------------------|
| ATZS-CP | Civilian Personnel Officer |
| ATZS-CPH | Human Development Division |
| ATZS-CPH-E | Army Education Center |
| ATZS-CPH-R | Rascom Learning Center |
| ATZS-CPH-L | Main Library |
| ATZS-CPH-M | Military Intelligence Library |
| ATZS-CPA | ACAP Division |

7. Futures.

| | |
|-------------|------------------------------------|
| ATZS-FD | Director |
| ATZS-FDP | Program Management Office |
| ATZS-FDC | Directorate of Combat Developments |
| ATZS-FDC-C | Concepts |
| ATZS-FDC-CA | All-Source |
| ATZS-FDC-CS | Single Source |
| ATZS-FDC-CI | Integration |
| ATZS-FDC-D | Doctrine |
| ATZS-FDC-S | Models & Simulations |
| ATZS-FDC-N | New Systems Training Office |
| ATZS-FDC-ND | Training Devices |
| ATZS-FDC-NS | Tactical Systems |
| ATZS-FDC-NN | National Systems Branch |
| ATZS-FDC-MI | Office of the Chief MI |
| ATZS-FDC-T | Training Analysis |
| ATZS-FDC-W | Weather |
| ATZS-FD-BL | Battle Command Battle Lab |

8. Directorate of Contracting.

| | |
|------------|---------------------------|
| ATZS-DK | Director |
| ATZS-DKB | SADBUS Office |
| ATZS-DKS | Contract Support Division |
| ATZS-DKO | Operations Division |
| ATZS-DKO-H | DEH Team |
| ATZS-DKO-L | Partners Team |
| ATZS-DKO-J | JITC |
| ATZS-DKO-I | DARPA/ONDCP/FEDSIM |

9. Directorate of Installation Support.

| | |
|------------|---|
| ATZS-IS | Director |
| ATZS-ISA | Admin Office |
| ATZS-ISB | Environmental and Natural Resources Division |
| ATZS-ISE | Engineer Plans and Services Division |
| ATZS-ISH | Housing Division |
| ATZS-ISL | Logistics Management & IEW Maintenance Division |
| ATZS-ISL-M | CE/IEW Maintenance Office |
| ATZS-ISR | Business Management Division |
| ATZS-ISU | Contract Management Division |
| ATZS-ISU-E | Engineer Contractor Office |
| ATZS-ISU-L | Logistics Contractor Office |
| ATZS-ISW | Management Engineering/Systems Office |

10. Directorate of Morale, Welfare, and Recreation.

| | |
|------------|--|
| ATZS-HR | Director |
| ATZS-HRN | Nonappropriated Fund Personnel Division |
| ATZS-HRA | MWR Special Services Division |
| ATZS-HRA-B | Desert Lanes Bowling Center |
| ATZS-HRA-P | NAF Procurement Office |
| ATZS-HRA-O | NAF Supply |
| ATZS-HRA-M | Marketing Services/Commercial Sponsorship Branch |
| ATZS-HRA-S | Sportsman's Center |
| ATZS-HRA-R | RV Park |
| ATZS-HRA-A | RPM Auto Crafts |
| ATZS-HRA-C | Crafts & More |
| ATZS-HRA-I | ITR |
| ATZS-HRA-W | MWR Rents |
| ATZS-HRS | Plans and Resources Division |
| ATZS-HRS-F | Financial Management |
| ATZS-HRS-I | Information Systems |
| ATZS-HRS-N | Central Accounting Office |
| ATZS-HRR | Sports Division |
| ATZS-HRR-E | Sports |
| ATZS-HRR-F | Field House |
| ATZS-HRR-P | Pools |
| ATZS-HRR-B | Boxing |
| ATZS-HRB | Business Operations Division |

| | |
|-------------|---|
| ATZS-HRB-H | Buffalo Corral |
| ATZS-HRB-G | Golf Course |
| ATZS-HRB-W | Carlson Wagonlit Travel |
| ATZS-HRB-L | LakeSide Activity Center |
| ATZS-HRB-P | Premier Caterers |
| ATZS-HRB-C | La Hacienda |
| ATZS-HRB-O | The Ozone |
| ATZS-HRB-D | Jeannie's Diner |
| ATZS-HRB-N | The 19 th Hole |
| ATZS-HRF | Family and Soldier Readiness Division |
| ATZS-HRF-A | ACS |
| ATZS-HRF-AM | Murr Community Center |
| ATZS-HRF-C | Child Development Services |
| ATZS-HRF-CC | Child Development Center |
| ATZS-HRF-S | SAS |
| ATZS-HRF-Y | Youth Services |
| ATZS-HRF-P | Alcohol/Drug Abuse Prevention and Control Program |
| ATZS-HRL | Army Lodging Division |

11. Directorate of Information Management.

| | |
|-------------|---|
| ATZS-IM | Director |
| ATZS-IMC | Information Support Division |
| ATZS-IMC-S | Information Support Services Branch |
| ATZS-IMC-SM | Official Mail Center |
| ATZS-IMC-SR | Records Management Office |
| ATZS-IMC-SP | Publications Management Office |
| ATZS-IMC-T | Technical Support Services Branch |
| ATZS-IMC-TC | Customer Assistance Desk |
| ATZS-IMC-TS | Office Automation Training Coordination |
| ATZS-IMC-N | Network Support Services Branch |
| ATZS-IMN | Information Operations Division |
| ATZS-IMN-F | Facilities Branch |
| ATZS-IMN-S | Switching Branch |
| ATZS-IMN-L | Lease Communications Services |
| ATZS-IMN-T | Telephone Control Coordination |

12. Directorate of Continuous Learning.

| | |
|------------|--|
| ATZS-CL | Director |
| ATZS-CLD | Office of the Dean |
| ATZS-CLS | Administrative Support |
| ATZS-CLF | Staff and Faculty Development Office |
| ATZS-CLB | Commander, 304 th Military Intelligence Battalion |
| ATZS-CLB-A | A Company, 304 th MI Battalion |
| ATZS-CLB-B | B Company, 304 th MI Battalion |
| ATZS-CLB-C | C Company, 304 th MI Battalion |
| ATZS-CLM | Military Intelligence Professional Bulletin |
| ATZS-CLN | Commandant, Noncommissioned Officer Academy |
| ATZS-CLC | Advanced Collective Skills Division |
| ATZS-CLL | Distance Learning Office |

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| | |
|------------|-------------------------------------|
| ATZS-CLA | Advanced Individual Skills Division |
| ATZS-CLI | Infrastructure Division |
| ATZS-CLI-T | Technology Operations |
| ATZS-CLI-M | Media Operations |

13. Directorate of Public Safety.

| | |
|-------------|-------------------------------------|
| ATZS-PS | Director |
| ATZS-PSE | Law Enforcement Division |
| ATZS-PSE-O | Operations Officer |
| ATZS-PSE-OL | Court Liaison |
| ATZS-PSE-OK | K-9 |
| ATZS-PSE-OT | Traffic Inv |
| ATZS-PSE-OV | Vehicle and Weapon Registration |
| ATZS-PSE-A | Admin Section |
| ATZS-PSE-I | MP Investigations |
| ATZS-PSE-IS | Physical Security |
| ATZS-PSE-IC | Community Relations |
| ATZS-PSE-M | MP Company |
| ATZS-PSO | Safety Division |
| ATZS-PSS | Security Division |
| ATZS-PSS-P | Personnel Security |
| ATZS-PSS-O | Special Security Branch |
| ATZS-PSF | Fire Prevention/Protection Division |

14. Directorate of Resource Management.

| | |
|------------|---------------------------------------|
| ATZS-RM | Director |
| ATZS-RMC | Civilian Pay Officer |
| ATZS-RMA | Support Services Office |
| ATZS-RMY | Manpower & Equipment |
| ATZS-RMP | Financial Management Division |
| ATZS-RMP-A | Team A |
| ATZS-RMP-B | Team B |
| ATZS-RMP-C | Team C |
| ATZS-RMP-M | Mission Team |
| ATZS-RMS | Program and Analysis Office |
| ATZS-RMM | Garrison Managerial Accounting Office |

15. Equal Employment Opportunity Office.

| | |
|---------|-------|
| ATZS-EO | Chief |
|---------|-------|

16. Inspector General.

| | |
|---------|-------------------|
| ATZS-IG | Inspector General |
|---------|-------------------|

17. Installation Retention Office.

| | |
|---------|------------------------------------|
| ATZS-RE | Retention Officer |
| ATZS-RT | Reserve Component Career Counselor |

18. Internal Review and Audit Compliance.

ATZS-IR Chief

19. Liaison Offices.

ATZS-LA Air Force Liaison Office
 ATZS-LC Canadian Liaison Office
 ATZS-LF French Liaison Office
 ATZS-LG German Army Liaison Office
 ATZS-LK Korean Army Liaison Office
 ATZS-LN National Security Agency Liaison Office

20. Military Equal Opportunity Office.

ATZS-ME Chief

21. Office of the Staff Judge Advocate.

ATZS-JA Staff Judge Advocate
 ATZS-JAD Deputy
 ATZS-JAL Administrative Law
 ATZS-JAK Contract Law
 ATZS-JAE Criminal Law
 ATZS-JAS Ethics
 ATZS-JAN Environmental Law
 ATZS-JAF Labor Law
 ATZS-JAA Legal Administration
 ATZS-JAG Magistrate Court Attorney's Office
 ATZS-JAT US Army Trial Defense Services

22. Public Affairs Office.

ATZS-PA Public Affairs Officer
 ATZS-PAM Command Historian

23. Reserve Forces Office.

ATZS-RA Chief

24. TRADOC System Manager - Joint Surveillance Target Attack Radar Systems (JSTARS).

ATZS-JS System Manager

25. TRADOC System Manager - All Source Analysis System (ASAS).

ATZS-AS ASAS Manager

26. TRADOC System Manager - Unmanned Aerial Vehicle (UAV).

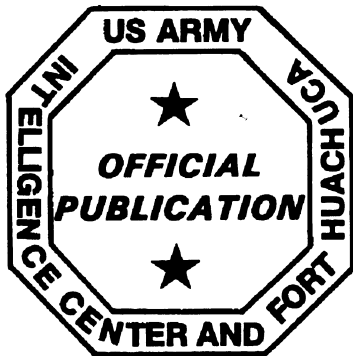
ATZS-UA UAV Manager

27. TRADOC System Manager - Ground Based Common Sensor (GBCS).

ATZS-GB GBCS Manager

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